

PROCEDURES FOR REQUESTING SUPPORT FROM US ARMY GARRISON, FORT MONROE

Individuals or organizations requesting support from Fort Monroe should follow the below procedures:

1. Submit an official request letter no later than 60 days prior to your event to the following address:

**US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FT MONROE
102 MCNAIR DRIVE
FORT MONROE VIRGINIA 23651-1047**

Ensure that your letter includes the following information:

- Name of the event
- Date of the event (start date and end date)
- Time of the event (start time and end time)
- Exact location on Fort Monroe where you are requesting your event be held
- Estimated number of attendees
- Who is hosting your event? Federal, State, local government or private organization?
- Is your event open to the general public?
- Will there be a charge to attend this event?
- Who is your target audience?
- Name of individual to contact, if we have questions
- Organization name
- Address
- Phone (Home)
- Phone (Work)
- Phone (Cell)
- Email

Once staffing is complete, you can expect a formal response letter to be mailed within two weeks.

2. You may contact the Directorate of Plans, Training, Mobilization and Security, Plans and Operations Division, at (757) 788-2263 for additional information or status of your request.

PLEASE NOTE: If you would like to rent the Gazebo for a wedding or rent a picnic area **DO NOT** submit this request, please contact the Outdoor Recreation Office directly at (757) 788-4305 or go to the following website: http://www.monroemwr.com/outdoor_recreation.htm